



**AGENDA  
PERSONNEL BOARD REGULAR MEETING**

**CORONAVIRUS (COVID-19) ADVISORY**

This Personnel Board Meeting will be in-person and open to the public, observing strict COVID-19 safety precautions. All those attending in-person are required to follow posted guidelines. Those wishing to participate during Public Comment may do so in-person at the Azusa Auditorium, or may submit written public comments by emailing [PublicComment@azusaca.gov](mailto:PublicComment@azusaca.gov). Emailed public comments are due by 4:00 p.m. and shall be limited to no more than 250 words. Emailed public comments will be sent to all Board Members and will be part of the record.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact the Human Resources Office prior to 2:30p.m. at 626-633-4382.

**NOTICE TO THE PUBLIC** - All written documentation relating to each item of business referred to on the agenda, which is not confidential, is available in the Human Resources Office for public inspection. Any person who has a question concerning any agenda item may call the Director of Administrative Services at 626-812-5202 or Human Resources Manager at 626-812-5241 to make inquiry concerning the nature of the item described on the agenda.

DATE: March 8, 2022  
TIME: 7:00 p.m.  
LOCATION: CIVIC AUDITORIUM  
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA 91702

1. **CALL TO ORDER:** Carlos Ramos, Chair
  
2. **ROLL CALL: Personnel Board Members**
  - Carlos Ramos, Chair     Ralph Ruiz, Vice Chair     Victor Munoz
  - Annette Ahn     Vacant

Others Present

  - Talika M. Johnson, Director of Administrative Services
  - Shivali Mohan, Human Resources Manager
  - Bianca Munoz, Human Resources Specialist II

Other(s): \_\_\_\_\_
  
3. **FLAG SALUTE**
  
4. **PUBLIC COMMENT:** Person/group will be limited to five (5) minute maximum time to orally present their purpose.
  
5. **APPROVAL OF MINUTES:** February 22, 2022
  
6. **CLOSED SESSION:**
  - A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Street Maintenance Worker III
  - B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Police Administrative Technician
  - C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957):  
Title: Senior Administrative Technician

**D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Cal.Gov.Code, '54957);  
Title: Human Resources Specialist I

**7. OPEN SESSION:**

- A. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Customer Service Representative I
- B. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Police Records Specialist I
- C. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Senior Accountant
- D. RECRUITMENT REQUEST: OPEN** Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – Senior Payroll Specialist *or* Payroll Specialist
- E. PERSONNEL ACTION REPORT** – Informational
- F. RECRUITMENT PROGRESS REPORT** – Verbal Report
- G. COMMENTS, UPDATES AND/OR REPORTS:** Personnel Board Members and/or Staff
- H. ADJOURNMENT**

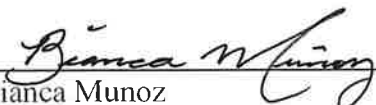
**UPCOMING MEETINGS:**

Tuesday, March 22, 2022  
Tuesday, April 12, 2022

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a city meeting, please contact the Human Resources Department at [626-633-4382](tel:626-633-4382). Notification three (3) working days prior to the meeting when special services are needed will assist staff in assuring that reasonable arrangements can be made to provide access to the meeting.*

**CERTIFICATION**

I, Bianca Munoz, Human Resources Specialist II of the City of Azusa, or my designee, hereby certify under penalty of perjury that a true, accurate copy of the foregoing agenda was posted on March 3, 2022, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2 at the City Clerk's Office, 213 E. Foothill Blvd.; the lobby of the Police Department, 725 N. Alameda Ave.; the Civic Auditorium, 213 E. Foothill Blvd.; the City Library, 729 N. Dalton Ave.; and on the City's Web Page at [www.azusaca.gov](http://www.azusaca.gov)

  
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Bianca Munoz  
Human Resources Specialist II